

TransLink Management Group and TransLink Operating Group

2004-09-13 14:00:00.0

The TransLink Management Group and the The TransLink Operating Group shall undertake activities necessary for the efficient and effective operation of the TransLink fare payment system.

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Mike Lee, mlee@mtc.ca.gov, 510.817.5812

Roll Call

1.

Action: Confirm Quorum

Minutes ? Meeting of August 9, 2004*

2.

Action: Approval

Report of the Chair

The Chair will report on TransLink®-related activities.

3.

Presented by: S. Schroeder, BART

Action: Information

TransLink® Contract Manager Report

Mr. Driver will report on overall project status.

4.

Presented by: R. Driver, MTC

Action: Information

Finance Committee Report*

5.

Presented by: A. Carey, Muni

a. **Revisions to Equipment Quantities**

Ms. Carey will review updated Phase II equipment quantities and revision in the TransLink® capital budget.

Action: Information

Alameda County Sales Tax Rate Increase

- Ms. Carey will request approval to modify the TransLink® capital budget to accommodate*
- b.** *an increase in the Alameda County sales tax rate and to transfer \$131,523 from contingency.*

Action: Approval and Refer to TMG

Muni Site Preparation Funding

- Ms. Carey will request approval of site preparation expenditures for Muni bus facilities*
- c.** *in an amount not to exceed \$145,638, to be performed by the San Francisco Department of Public Works and the Department of Telecommunications and Information Services.*

Action: Approval and Refer to TMG

Financial Controls Review*

- Ms. Carey will discuss a proposed scope-of-work for review of financial controls of the*
- d.** *TransLink® program and request approval of funding in the amount of \$98,400 for a contract with KPMG LLP.*

Action: Approval and Refer to TMG

Policy Guidance on Funding Requests

- e.** *The Finance Committee is seeking guidance on how to treat various types of funding requests.*

Action: Approval and Refer to TMG

RM-2 Funding Requests

- f.** *Ms. Carey will present the Finance Committee's evaluation of RM-2 project funding requests and allocation of funds.*

Action: Approval and Refer to TMG

Schedule Committee Report**

6.

Presented by: G. LaBonte, BART

Muni Contract Milestone Dates

a.

Mr. LaBonte will report on the Muni Contract Milestone Dates, which will be incorporated into the approved baseline project schedule.

Action: Information

Status of Schedule and Mandatory Milestone Table Update

Mr. LaBonte will review the updated Mandatory Milestones Table and provide a status

- b.** *report on efforts to incorporate Caltrain/SamTrans, and VTA into the approved baseline project schedule.*

Action: Information

Design Review and Implementation Committee Report

7.

Presented by: A. Carey, Muni

Design Review

- a.** *Ms. Carey will provide a status on progress achieved toward completing the design review process.*

Action: Information

Pending Change Order Update

- b.** *Ms. Carey will provide an update of ongoing work on pending Change Orders.*

Action: Information

Creative Designs

- c.** *Ms. Carey and Andy McKinney of Swirl Design will present the creative designs for the TransLink® webpage, brochure, and outdoor advertising.*

Action: Information

Designation of MTC as Contract Manager for AC Transit Site Preparation

Ms. Carey will request approval of MTC as Contract Manager for AC Transit site

- d.** *preparation work to be performed by an outside contractor. This item was approved by the TOG in June.*

Action: Approval and Refer to TMG

8. General Members

MTC has been notified by boards of Tri Delta Transit and LAVTA of their wish to become General Members of the TransLink® program. Ms. Reitzes will discuss the process by which this happens, and the status of the applications.

Presented by: Robin Reitzes, Muni

Action: Information

9. Public Comment/New Business

10. Adjournment/Next Meeting

Next meeting

2004-10-04 14:00:00.0

BART Main Conference Room

300 Lakeside Drive

23rd Floor

Oakland, California

If you have any questions about this agenda, please contact MTC Staff, Russell Driver, at (510) 817-3252.

* Attachments sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

** To be distributed later to committee members, key staff, and others as appropriate. Copies will be available at the meeting.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

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Transit Access to SamTrans: SamTrans is located one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus routes: 390, 391, 295, 260, 261, KX.

For more detailed transit information go the web site <transit.511.org>.

Parking at SamTrans: There is a 5-story SamTrans parking lot available to the public.